

Minutes

General Education Implementation Committee Meeting
September 24, 2003
Graham Memorial 011

Members in attendance: Dean Carolyn Cannon, Dean Karen Gil, and Dean Thomas Tweed (chair), Stephen Farmer, David Lanier, Joseph Bray, Bobbi Owen, Gary Pielak, Tom Bowers, Glynis Cowell, Daniel Anderson.

1. The meeting was called to order at 3:02pm.
2. **UPDATE ON INFORMATION SESSIONS:** After a discussion of the issues raised at the Information Session, the committee proposed that the new online course submission tool be able to capture pre-requisite course numbers (with the understanding that, due to a limitation in SIS, pre-requisites cannot be used during registration). One option would be to include a button on the “Renumber All” page that asks “Does this course have pre-requisites?” If the button is clicked a popup window would allow the Scheduling Officer to enter the course numbers of the pre-requisites. Leif Forer will bring the proposal to Geraldine Taylor and the Technology Committee for their consideration and action.
3. **FORM FOR FACULTY:** In response to suggestions from faculty at the Information Sessions, it was decided that Leif Forer would prepare an email course submission form that faculty could use to enter course information and send digitally to their Scheduling Officers. That would allow them to prepare the information before the online course submission process is accessible, and it would provide a means for scheduling officers to receive the information in a digital form they could download or paste when they started data entry for their unit.
4. **APPROVAL PROCESS REVISION FOR SOCIAL SCIENCES:** Tweed reported that one Division, Social Sciences, has asked that they not be included in the routing system for course renumbering. Joe, from the Technology, was asked to consider ways to accommodate this request, thereby assuring that the renumbering form for the Social Sciences Division goes directly from the Office of Undergraduate Curricula to the Subcommittee on General Education.
5. **CRITERIA DOCUMENT REVISION:** It was decided that Anderson, Owens, Koelb, and McNeil would propose a friendly amendment to the criteria document regarding the language about Rhetoric A and Rhetoric B being administered by the English Department. It was decided that the Criteria Document would be posted to the website with the word “Draft” at the top of the first page. It was decided that Tweed would initiate conversations with the relevant parties to determine the boundaries of the “North Atlantic World,” which

the document describes only as “North America and Western Europe.” He will present the results of those consultations at the next meeting.

6. **FORMAT:** It was decided that all future documents considered by the Implementation Committee should include a title at the top of the page, a draft number, date, and page numbers.
7. **RENUMBERING REVISIONS: DESIGNATING HONORS & CAPSTONE COURSES:** Lanier’s recommendation to not designate a special number for First Year Honors courses was unanimously accepted. Therefore, a First Year Honors course would be designated by a number in the 100-199 range preceded by an “H.”
It was decided to use 691, 692, 693, and 694 for Senior Honors Theses. .
It was decided to use 697 and 698 for Capstone Courses.
It was decided that Lanier would update the “Reserved and Assigned Course Numbers” document so that it can be posted to the website.

The committee thought that using 101 and 401 to designate beginning level language courses was very confusing. It was decided that Cowell would clarify this point with her colleagues and report back to the committee at the next meeting.

8. **SUFFIXES AND FLAGS:** The committee approved the use of three suffixes: “H” for honors, “L” for lab, and “I” for interdisciplinary. The committee also approved a scheme for putting two-letter general education identifiers inside parenthesis after the course number (and, if applicable, the suffix). Tweed’s proposed system of two-letter general education identifiers was accepted, with some modifications.
9. The meeting adjourned at 5:03pm.

Respectfully submitted,

Leif Forer
Assistant, Undergraduate Curricula